

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
9800 Goethe Road
P.O. Box 269101
Sacramento, CA 95826-9101**

AIR TECHNICIAN VACANCY ANNOUNCEMENT #05-039A

**Information Technology Specialist
80615000/A
GS-2210-11/09
\$55,170 - \$71,719 pa
\$48,607 - \$63,185 pa**

**ANNOUNCEMENT DATE: 31 January 2005
CLOSING DATE: 1 March 2005**

SELECTING OFFICIAL: Detachment Commander

**APPOINTMENT FEATURES: Excepted Service
Enlisted Grade**

POSITION LOCATION: 234th Intelligence Squadron – Beale AFB, CA

APPLICANTS NOT MEETING FULL QUALIFICATIONS FOR THE GS-11 POSITION INDICATED BELOW, MAY BE CONSIDERED FOR THE GS-09 TRAINEE, IF QUALIFIED. STATEMENT-OF-DIFFERENCE OF QUALIFICATION REQUIREMENTS FOR EACH ARE INDICATED.

POSITION PERFORMS SHIFT WORK AND MAY BE REQUIRED TO WORK UNCOMMON TOURS ON SHORT NOTICE.

This position is located in the Information Systems Branch, Communications Division, Support Directorate, of an ANG Wing Flying Activity. Primary duties are to serve as the Base Information Assurance Manager and focal point for Information Warfare and all telecommunications and computer security related functions at Flying Wing, tenants and geographically separated units if assigned. The position establishes base policy, manages, operates, and maintains the Computer Security (COMPUSEC), Emissions Security (EMSEC), Security Awareness Training and Education (SATE), Air Force Electronic Key Management System (AFKEMS), the Multilevel Security (MLS) and serves as the alternate Communications Security (COMSEC) manager.

1. AREA OF CONSIDERATION: Statewide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Air National Guard.

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2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

3. MILITARY GRADE AVAILABLE: ENLISTED GRADE THROUGH E-7. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE THROUGH E-7 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Technical, analytical, supervisory, or administrative experience which has demonstrated the candidates ability to analyze problems of organization, workforce, information requirements, etc., and provide systematic solutions; and the ability to deal satisfactorily with others.

b. **Information Technology Specialist, GS-2210-11, Specialized:** Must have 36 months specialized experience in analyzing problems, gathering information, and recognizing solutions; experience which demonstrates an applicant's ability to communicate orally and in writing in a clear and concise manner; experience in analyzing and organizing work processes into plans for computer solutions; experience in a computer related field performing such tasks as translating logical steps into language codes, computer console operations, and scheduling the sequence of programs to be processed; experience which demonstrates the accomplishment of computer project assignments that required a range of knowledges of computer requirements and techniques. Qualifying accomplishments involve the following; knowledge of the customary approaches, techniques, and requirements appropriate to an assigned computer applications area; planning the sequence of actions necessary to accomplish the assignment; and adaptation of guidelines or precedents to the needs of an assignment.

c. **Information Technology Specialist, GS-2210-09 (Trainee), Specialized:** Must have 24 months specialized experience in analyzing problems, gathering information, and recognizing solutions; experience which demonstrates an applicant's ability to communicate orally and in writing in a clear and concise manner; experience in analyzing and organizing work processes into plans for computer solutions; experience in a computer related field performing such tasks as translating logical steps into language codes, computer console operations, and scheduling the sequence of programs to be processed; experience which demonstrates a knowledge of computer requirements and techniques in carrying out related tasks in the development of minor modifications to portions of an automated data processing system. Such experience must have shown analysis of the interrelationships of pertinent components of the system, planning the sequence of actions and personal responsibility for a segment of the overall project; experience which demonstrates the

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accomplishment of computer project assignments that required a range of knowledges of computer requirements and techniques. Qualifying accomplishments involve the following; knowledge of the customary approaches, techniques, and requirements appropriate to an assigned computer applications area; planning the sequence of actions necessary to accomplish the assignment; and adaptation of guidelines or precedents to the needs of an assignment.

IF SELECTED AS TRAINEE, THE APPOINTEE MAY BE NON-COMPETITIVELY PROMOTED TO GS-11 UPON MEETING FULL QUALIFICATIONS AND RECOMMENDATION OF SUPERVISOR.

*****SELECTIVE PLACEMENT FACTORS*****

****MANDATORY: MUST BE ABLE TO ACQUIRE AND RETAIN A TOP SECRET CLEARANCE WITH SENSITIVE COMPARTMENTED INFORMATION (SCI) ACCESS.**

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

d. Substitution of Education for Specialized Experience: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in a computer related field, such as computer science, data processing, or information processing science.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Ability to research and analyze data.
- b. Ability to communicate orally and in writing
- c. Skill in organizing work in a logical sequence.
- d. Knowledge of computer programming techniques.
- e. Knowledge of computer systems and applications.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN ENL: 3C0XX, 2E2XX.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PREAPPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

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INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY/MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL
GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.